

General Enquiries

Tel: 0161 886 7070

Email: info@trafford.ac.uk Website: www.trafford.ac.uk

AAT Advanced Certificate in Bookkeeping – Level 3

Location	Stretford Campus
Duration	Short Course
Full/Part time	Part-time
Department	Business & Accounting



Course Overview

Our level 3 qualification in Bookkeeping offers you the chance to build upon skills gained at Level 2. Through the study of final accounts preparation, and VAT you will gain confidence in industry practice.

24/09/2020 – February 2021

Monday: 09.00 – 16.00

24/09/2020 – February 2021

Thursday 17.00 – 21.00 including 2 hours online support/group tutorial

Course Requirements

You must be aged 19+. You are expected to have achieved GCSE Maths and English at a grade C or above and a merit at level 2 accounting. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You will be expecting to be working towards a minimum of a level 2 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams. In the event of a local lockdown due to Covid-19 delivery will be temporarily switched to an online model and platform.

Mandatory Units

Advanced Bookkeeping

Final Accounts Preparation

Indirect Tax

Course Progression

Successful completion of this course will enable students to undertake the Advanced Diploma in Accounting at Level 3.

Course Assessment

Examinations per unit

Course Finance

£1,300.00

This includes the AAT Assessment costs (£100). Fees are due at enrolment. You are required to register with the AAT. Membership costs are currently £48 per annum.

For further details please contact Course Enquiries on 0161 886 7070

Course Potential Careers

The roles you are qualified to perform after completing this qualification include:

Accounts Administrator

Accounts Assistant

Accounts Payable Clerk

Bookkeeper

Payroll Administrator

Payroll Officer

Purchase/Sales Ledger Clerk

Tax Assistant

Accounts Technician

Course Additional Information

Part-time